

The following table provides information about the various fields used by the system during the close process. A Purchase Order is closed based on a combination of conditions.

Close Parameters	Qualifying Setting or Status
PO Status	<p>The Close Purchase Orders process verifies that the purchase order has a status of <i>D</i> (dispatched) or <i>X</i> (canceled).</p> <p>Statuses of <i>O</i> (open) and <i>A</i> (approved) enable the process to close a purchase order when other applicable criteria are met. The other criteria that must be met are:</p> <ul style="list-style-type: none"> <li>• Receiving is not required for the purchase order.</li> <li>• Matching is not required for the purchase order.</li> <li>• The purchase order schedule date plus close days (90 days) has already passed (last activity date &lt;= system date).</li> </ul>
<p>Activity Date</p> <p>The system updates this date on the purchase order when you create a change order and save your work, and also when you cancel a purchase order. Associating a Purchase Order to a voucher will NOT update the Activity Date.</p>	<p>The Close Purchase Orders process uses these calculations to determine whether the purchase order's last activity date enables the process to close the purchase order:</p> <ul style="list-style-type: none"> <li>• (Activity Date) ≤ (Current Date) - (Close Days = 90 days).</li> <li>• (Activity Date) ≤ (Current Date) - (Cancel Days = 90 days).</li> </ul>
Match Status	<p>The Close Purchase Orders process verifies that, if <b>matching is required</b> for the purchase order, the match status of the purchase order is <i>M</i> (matched) or <i>N</i> (no match required).</p> <p>In cases where the Match Status at the PO header or PO line never reaches a status of <i>M</i> (matched), the Close Purchase Orders process checks the purchase order schedule for quantity matched.</p> <p>A matching status of <i>P</i> (partially matched) does not qualify the purchase order for closure.</p> <p>A purchase order with a header match status of <i>T</i> (to match) will be closed by the Close Purchase Orders process if the match status on the associated lines is <i>M</i> (matched) if matching is required.</p>

Close Parameters	Qualifying Setting or Status
	<p>When matching is required on a purchase order, there can be several vouchers against a purchase order. One of the vouchers might be matched, but the status on the purchase order remains <i>P</i> (partially match) until the final voucher is matched. The purchase order status then changes to <i>M</i> (matched).</p> <p>The Close Purchase Orders process considers a purchase order fully matched and available for closure when the quantity ordered for each line on the purchase order is less than or equal to the total quantity received and matched.</p>
Amount Only	<p>The Close Purchase Orders process checks to see whether the Amount Only check box is selected for the purchase order line. If the purchase order line is to be received by amount only, the Close Purchase Orders process sums up the merchandise amounts recorded in receipt transactions and compares the total to the merchandise amount on the purchase order to determine whether the purchase order has been fully received.</p>
Receiving Required setting	<p>The Close Purchase Orders process verifies whether the Receiving Required field is <i>Receiving is Required</i> for the purchase order line on the Maintain Purchase Order - Details for Line page. The process uses this setting in conjunction with the due date value to determine whether it can close the purchase order.</p>
Due Date	<p>The Close Purchase Orders process uses this calculation to verify that the due date on the purchase order schedule line is less than or equal to the calculated close date:  <math>(\text{Due Date}) \leq (\text{Current Date}) - (\text{Close Days} = 90 \text{ days})</math></p> <p>The Close Purchase Orders process verifies that the due date value for purchase orders when the Receiving Required field is <i>Receiving is Optional</i> or <i>Do Not Receive</i>.</p>
Voucher Status	<p>The Close Purchase Orders process verifies that associated vouchers have been posted, deleted, or closed. This requirement exists whether or not the purchase order requires matching.</p>

The Close Purchase Orders process closes a dispatched purchase order and sets its status to *Complete* if any of these sets of criteria are met for a purchase order:

- The purchase order is dispatched.
- The purchase order matched status is either *Matched* or *\*Not Required*.
- Receiving is required.
- All line items are fully received.
- $(\text{Last Activity Date}) \leq (\text{Current Date}) - (\text{Close Days} = 90 \text{ days})$ .

**OR**

- The purchase order is dispatched.
- The purchase order matched status is either *Matched* or *\*Not Required*.
- Receiving is not required or optional.
- $(\text{Shipment Due Date}) \leq (\text{Current Date})$ .
- $(\text{Last Activity Date}) \leq (\text{Current Date}) - (\text{Close Days} = 90 \text{ days})$ .

**\*NOTE:** If matching shows as “No Match” on any PO schedule, the entire Purchase Order now qualifies to close without matching.

### **P-Cards and the PO Close process**

If a Purchase Order has a P-Card associated to it, the matching status on the PO header will change to “Not Required” and at the PO Schedule line it will change to “No Match”. This is functioning as designed. With matching turned off for POs using a P-Card, the system is looking to see if receiving is required:

- **Receiving Required:** PO will be available for closing once the PO has been fully received.
- **Receiving Not Required:** PO will be available for closing once the Due Date on the PO has been reached.